



Need help making your information 'Easy Read'?



Why is Accessible Information Needed?

It isn't fair if information is given out in a way that means some groups of people cannot understand it.

Some adults with learning difficulties may prefer large print, cassette/CD or braille/Braille. But most usually prefer information given to them in 'Easy Read'.

Easy Read should be used for lots of things like:

Leaflets	Forms	Minutes
Reports	Instructions Guides	Job Descriptions
Letters	Signs	Training
Websites	Newsletters	Formal Agreements

How to make your information accessible

'Easy Read' Guide

See back cover to find out how to buy a copy of this Guide

Opening Doors

Having our say as people first

How to make information Easy Read

- 1. Summarise the information**
For people who find reading difficult, and may have a short attention span, you need to keep material short.
- 2. Explain fully what you're writing about**
Don't assume that the reader already knows anything about what you're writing about.
Explain everything fully.
Be what is Hate Crime?
People are now not allowed to call you names, take your money, or do other things that upset you. You can report it to the police as a hate crime.
- 3. Simplify the language**
Decide on what you want to say.
Then simplify the language. Make the words sound like you're talking to someone.

Some words should never be used because there are easier ones that mean the same thing. Here are some examples of this:

ascertain	find out
at the present time	now
it is apparent	it is clear
concerning	about
revised	changed
objective	impartial
consequently	because of this
in the near future	soon

4. If you need to use difficult words, explain them

Sometimes you will need to use a difficult word, this is OK as long as you explain it, like:

Discrimination means treating someone worse than other people for some reason.

Difficult words also include jargon, which means words that only certain people, like doctors or the police, will understand.

If you have to use jargon explain it. And make sure your explanation is easy to understand!

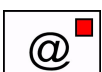
- 5. Use full words**
Don't use:
• Acronyms, this means a word made from the first letters of other words, like CSIP for Care Services Improvement Partnership.
• Abbreviations, this means shortened words, because a lot of people won't know what they mean.
• Approx. / approximately
• esp. / especially
• govt. / government
• jr. / junior
- 6. Use numbers as figures not words**
Numbers are easier to read if they are in figures rather than words.
• seven ✓ 7
• thirteen ✓ 13
• twenty-two ✓ 22
- 7. Make numbers as easy to understand as possible**
Try not to use percentages or large numbers. You could say 'a few' instead of 4% or a lot for 964.
This is one way of showing an increase or decrease in numbers of things using pictures.

We have a Guide to help you

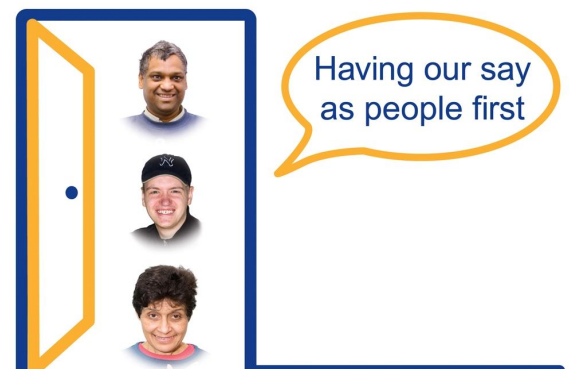
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A4 colour Guide or to talk about
making your information accessible
please phone or email:



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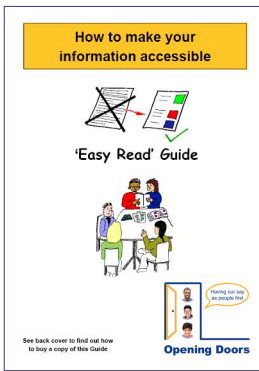


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Opening Doors

Formerly People First of Norfolk



What does the Easy Read Guide cover?



- **What is Accessible Information?**
- **Why is Accessible Information Needed?**
- **How to make information Easy Read:**
 1. Summarising the information
 2. Explaining what you're writing about
 3. Simplifying the language
 4. Explaining difficult words
 5. Using full words
 6. Using numbers
 7. Making numbers as easy to understand as possible
 8. Using a plain font
 9. Font size
 10. Making things stand out
 11. Line spacing
 12. Sentences and paragraphs
 13. Use of space
 14. Hyphenation
 15. Positioning of text on the page
 16. Paper colour
 17. Use of logos
 18. Use of photos, drawings or symbols
 19. Position of photos, drawings or symbols
 20. How many photos, drawings or symbols to use
- **Where can I get pictures from?**
- **Software to produce Easy Read**
- **Customising existing drawings**

Cost: £25.00 plus £1.75 P&P (£10.00 plus £1.75 P&P to charities)